OHIO ACCESS TO JUSTICE FOUNDATION **Foundation Operations Associate Job Posting**

Position Overview:
Job title: Foundation Operations Associate
Status: Non-Exempt
Starting salary: $55,000

About us
The Ohio Access to Justice Foundation (Foundation) is a leading statewide nonprofit organization dedicated to ensuring that Ohioans who are low-income or who lack access can fully and fairly participate in civil systems that produce just outcomes. Founded in 1994, the Foundation achieves its mission by: promoting access to justice, funding civil legal aid, expanding legal capacity, fostering innovation, and collaborating with partners to achieve systemic change. The Foundation plays a crucial role in promoting fairness and equity within the justice system.

The Role
Behind every grant we make and every statewide access-to-justice initiative we lead is a small team that makes it all happen. As our Foundation Operations Associate, you will be at the center of that team, supporting our grantmaking, our partnerships with banks and courts, our communications, and the daily operations that let us make a big impact.

You will see firsthand how civil legal aid is funded and how systemic change happens, working alongside attorneys, program staff, and partners across Ohio. The ideal candidate is self-motivated, organized, and adaptable, and is eager to contribute to a collaborative, fast-paced, mission-driven environment.

What You'll Do
Grants Administration
- Process applications, grant agreements, grantee reports, and payments in our grants management system (Fluxx), including due diligence and compliance checks.
- Serve as a go-to contact for grantees: maintain contact records, communicate deadlines and requirements, and handle grant inquiries when the Programs and Grants Counsel is unavailable.

Access to Justice Initiatives
- Provide administrative support for statewide projects such as the Access to Justice Initiatives Committee, the High-Quality Representation for Parents Project, Justice Built, the Rural Practice Alliance, pro bono programs, and legislative work.
- Manage pro bono certificates and bar admissions recognitions.

Revenue and Financial Partner Support
- Support our Interest on Lawyers' Trust Accounts (IOLTA), Interest on Trust Account (IOTA), and Filing Fee programs by tracking monthly bank remittances and court payments, and following up on missing or incorrect payments.
- Assist with the annual bank certification process, including correspondence, certificates, and recognition materials for partner financial institutions.
- Prepare mailings, reports, and data compilations, maintain records and partner webpages, and assist with title agent data entry.

Communications and Digital

- Schedule and post social media content, monitor engagement, and respond to comments and messages.
- Proofread and post newsletters and website content (WordPress), and update graphics and flyers using tools like Canva or Adobe Creative Suite.
- Capture photos and video at Foundation events and programs.

Office Operations and Events

- Coordinate convenings and retreats; prepare materials; take notes and draft minutes; manage related reimbursements; and perform basic research.
- Help prepare committee and board materials, including minutes.
- Perform other duties as assigned to advance the Foundation's mission.
- Help keep the office running smoothly: phones, mail, supplies, check requests, scheduling, basic technology troubleshooting, and coordination with building management and security.

What You'll Bring to the Foundation

- A bachelor's degree or five years or more of relevant experience.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Salesforce preferred, and basic database usage.
- An analytical mindset, strong math skills, and close attention to detail.
- Outstanding organization, time management, and written and verbal communication skills.
- The ability to juggle multiple priorities and see projects through from start to finish with minimal oversight.
- A commitment to the Foundation's mission of equal access to justice.

Work Details

The Foundation operates on a hybrid work schedule with two days work-at-home available after successfully completing a 4-month in-office period.

How to apply:

Send a resume attached to a cover email detailing your qualifications and interest in the position to resumes@ohiojusticefoundation.org.

All applications will be reviewed by a human being.

Please note: Applicants must be authorized for employment in Ohio. Sponsorships are not available.

Equal Opportunity Employer

The Ohio Access to Justice Foundation is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, gender identity or expression, age, disability, military status, national origin, sexual orientation, ancestry, familial status, or any other basis prohibited by law. We strongly encourage candidates from diverse backgrounds to apply.